

Schedule 43-4

Department of Administrative Services Material Division



Nebraska Records Management Division

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

Records Management Division
NSOB, Lower Level
471-2559

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

SCHEDULE NUMBER

43-4

AGENCY, BOARD OR COMMISSION

ADMINISTRATIVE SERVICES

DIVISION, BUREAU OR OTHER UNIT

MATERIEL DIVISION

Supersedes Edition of June 17, 1981.

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

Cliff A. Lester
Director

DATE

February 14, 1985

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

STATE ARCHIVIST

DATE

James E. Otter

Feb. 21, 1985

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

ADMINISTRATOR

DATE

Allen J. Beermann

February 25, 1985

STATE RECORDS ADMINISTRATOR
RECORDS RETENTION AND DISPOSITION SCHEDULE

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SCHEDULE NO. 43 - DEPARTMENT OF ADMINISTRATIVE SERVICES

43-4 MATERIEL DIVISION

43-4-1 ACCOUNTING

43-4-1-1 ACCOUNTING RECORDS

Records which may be filed together include postage meter records, encumbrance requisition ledger, receipts, warrant cancellations and encumbrance corrections, investment reports, accounting and disbursement ledgers, manual fund ledger documentation of expenditures.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 3 years or after audit, whichever is later.

43-4-1-2 ACCOUNTING COMPUTER REPORTS

43-4-1-2-1 COMPUTER REPORTS (2 YEARS AND AUDIT)

The following computer reports share a common retention in Materiel Division:

Allotment Status Report (NAS 310)

Cash and Investment Status (NAS 320)

Encumbrance Activity

Fund Detail

Fund Summary

General Ledger

Personal Service Limitation Status

Posted Transactions

Program Summary

Warrant Report

Certifiable Encumbrances

Encumbrance Edit Errors

Encumbrance Summary by Program

Posted Closing Fund Summary

Budget Status Report

Disposition: Transfer to the State Records Center after 1 year; dispose of after 2 years or after audit, whichever is later.

43-4-1-2-2 COMPUTER REPORTS (3 YEARS)

The following computer reports will share a common retention in Materiel Division:

Alpha Employee Reference Listing

Personal Services Form Number 10

Summary Staffing Reports

Emergency Payroll Voucher

Intrastate Payroll Transaction Document

Payroll Document

Warrant Register Payroll

Journal Entry Transfer Register

Leave Status

Disposition: Transfer to the State Records Center after 1 year, dispose of after 3 years.

43-4-1-2-3 COMPUTER REPORTS (5 YEARS)

The following computer reports will share a common retention in Materiel Division:

Calculated Payroll Detail Report
Employee Cross Reference (Numeric)
Report of Positions by Subprogram

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-4-1-3 CENTRAL STORES SUPPLY REQUISITION

Form used to receive supplies from Central Stores. Formerly titled SUPPLY REQUEST FORM.

Disposition: Dispose of after 1 month or after the VOUCHER is made up, whichever is later.

43-4-1-4 CONTROL LEDGER

Is used to log all postage meter report batches sent for data entry.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 3 years or after audit, whichever is later.

43-4-1-5 DEPOSIT NOTICE CORRESPONDENCE

Copies of letters which tell the agency what the minimum advance postage deposit is.

Disposition: Dispose of after audit.

43-4-1-6 ERROR LISTING, COMPUTER

Disposition: ORIGINAL RECORD: Dispose of after correction is made.

TAPE: Dispose of after 3 months.

43-4-1-7 MERGE CONTROL TOTALS

Provides figures that must be balanced for postage and printing.

Disposition: Dispose of after audit.

43-4-1-8 BILLING MEDIA, MONTHLY

File includes Billing Distribution for (Date) which is a computer report used by Materiel Division to bill for services or goods delivered. It serves as a back up for the Intrastate Transaction Document. Other documents in the file include requisitions for copy services, printing and central stores, service orders for mechanical services and postage billing sheets.

Disposition: Transfer to the State Records Center after 1 year, dispose of after 3 years or after audit, whichever is later.

43-4-1-9 MONTHLY TOTALS (BILLING)

Documents used in checking totals billed to agencies by the computer. Includes POSTAGE METER REPORTS which show how much postage is issued daily by the mailroom or weekly by substation. Also includes "Weekly Accepted Listing" which is a computer report used to determine that all batches submitted to data entry are accepted for the correct amount.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 3 years or after audit, whichever is later.

43-4-1-10 INTRASTATE TRANSACTION DOCUMENTS (ACCOUNTS RECEIVED)

Pink copy of the billing of Materiel Division Services with pay dates.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-4-1-11 JOURNAL ENTRY REGISTER (POSTAGE)

Monthly computer report lists agencies from which money is withdrawn. Includes job code reference number, voucher, and the amount billed to them.

Disposition: REPORT: Dispose of after 1 year or after audit, whichever is later.

TAPE: Dispose of after 3 years.

43-4-1-12 VOUCHER NUMBER LOGBOOK

Logbook is used for assigning voucher numbers. Data includes voucher number, vendor, invoice number, amount, type and date paid.

Disposition: Dispose of after 1 year.

43-4-2 DIVISION RECORDS

43-4-2-1 INVENTORY DATA MASTER LISTING

Computer data maintained by the division and used to generate the master inventory listing and all associated reports.

Disposition: Transfer to the State Records Center after 3 years; dispose of after 5 years.

43-4-2-2 ACCOUNT 4500 EXPENDITURES NOT ON INVENTORY

Monthly computer report is prepared as needed. Report compares expenditures that should be inventoried against an inventory listing. Is used primarily for audits.

Disposition: Immediately destroy after reference is completed.

43-4-2-3 LOST AND STOLEN PROPERTY REPORT

A report is submitted by an agency when property is lost or stolen. Narrative memo or letter includes agency, item being removed from the inventory because it was lost or stolen, property number, and a description of circumstances leading to the loss.

Disposition: Dispose of after audit of all state agencies for any given time period.

43-4-2-4 MOTOR VEHICLE OPERATION LOG

Logs of all agency owned vehicles.

Disposition: Dispose of after 2 years or after audit, whichever is later.

43-4-3 OFFICE SERVICES

43-4-3-1 AUDITRON BILLING RECORD

Record of agency auditron reading and subsequent charge for copies. Record is used in preparing the billing form for these services.

Disposition: Dispose of after 3 years and audit.

43-4-3-3 CENTRAL BILLING POSTAGE FORM

Form used to debit and credit agencies for improper metering in the mailroom.

Disposition: Dispose of after 3 years and audit.

43-4-3-4 STATEMENT OF MAILING WITH PERMIT IMPRINTS

Certificates which the agency fills out when it makes bulk mailings. Includes quantity shipped, weight, and cost.

Disposition: Dispose of after 1 year or after audit, whichever is later.

43-4-3-5 POSTAGE AUTHORIZATION FORM

Form filled out by the agency showing the quantity of material mailed and the cost.

Disposition: Dispose of after 1 year.

43-4-3-6 POSTAGE METER BOOKS

Meter readings are recorded daily in books.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-4-3-7 SERVICE ORDER

Form filled out by mechanical service personnel. Lists agency, billing code, service, labor, parts, and remarks.

Disposition: Dispose of after 1 year.

43-4-3-8 SHIPPING AND RECEIVING FORM

Form is completed when anything arrives at the loading dock. Lists who shipped the item, who received it, dates shipped, and delivered.

Disposition: Dispose of after 1 year.

43-4-3-9 UNITED PARCEL SERVICE RECORD BOOK

Two types of UPS record books are being maintained.

1. Book contains copies of daily recordings which is used in billing the agencies.

2. Second book is used to record daily the number of packages which are shipped out of state or which are insured.

Disposition: Dispose of after 1 year.

43-4-3-10 CENTRAL STORES INVENTORY BILLING SYSTEM

Central stores internal inventory system currently includes the following weekly computer reports: AGENCY REQUISITIONS FOR DAILY TRANSACTIONS, MASTER LISTING and PURCHASE ORDER LISTING.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 3 years and audit.

43-4-4 PURCHASING

43-4-4-1 AGENCY REPORTS ON DIRECT DOLLAR AUTHORIZATIONS

Monthly report of what was purchased on direct authorization. Report may include vouchers.

Disposition: Transfer to the State Records Center after authorization expires; dispose of after audit.

43-4-4-2 CONTRACTS

Includes contract award statements.

Disposition: RECORD COPY: Dispose of 5 years after completion of contract or after audit, whichever is later.

BUYER COPY: Dispose of after contract has expired, is fulfilled, or is terminated.

43-4-4-3 CONTRACT LOG

Logbook maintained by buyers on contracts. Includes item number, expiration date, contractor, and using agency.

Disposition: Dispose of log sheets after all listed contracts have expired.

43-4-4-4 LATE BID

Is a copy of the form letter which is sent to the vendor with the unopened bid.

Disposition: Dispose of after 5 years.

43-4-4-5 LOGBOOKS

Four books are used annually to record requisition numbers and to correlate them with their purchase orders. Data includes requisition number, purchase order number, vendor, and price of purchase order. Direct purchase information also is included.

Disposition: Transfer to the State Records Center after 2 years; dispose of after 5 years.

43-4-4-6 PRINTING BID SUMMARY SHEET (OBSOLETE 1984)

Sheet is made up weekly. Includes the requisition number, article, agency, amount, vendors, and the amount bid.

Disposition: Dispose of after 5 years.

43-4-4-7 PURCHASE ORDER

Two copies are maintained in office. The NUMERICAL FILE includes attachments such as requisitions, specifications, rejected and accepted bids, and instructions for purchase orders. VENDOR FILE is used as a cross index. Also includes Direct Purchases. Records were microfilmed 1976-1979. Microfilming was discontinued in 1981.

Disposition: NUMERICAL FILE: ORIGINAL RECORD: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

MICROFILM: Dispose of after 5 years or after audit, whichever is later.

VENDOR FILE: ORIGINAL RECORD: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

MICROFILM: Dispose of after 5 years or after audit, whichever is later.

43-4-4-8 SUMMARY SHEET, MONTHLY

Copy of original bid summary sheet which is kept with the bids.

Disposition: Dispose of after 5 years.

43-4-4-9 AGENCY COMPLAINTS

Materiel Division complaints against vendors for goods or services provided under contract to the state.

Disposition: Transfer to the State Records Center after 5 years; dispose of after 8 years.

43-4-4-10 BID LIST APPLICATION

Applications vendors fill out to be put on the bid list.

Disposition: Dispose of after application becomes inactive.

43-4-4-11 BID BOND RECEIPT LETTER

Acknowledgement by vendors of bid bonds returned to them by purchasing.

Disposition: Dispose of after audit.

43-4-5 PRINT SHOP RECORDS

43-4-5-1 PRINTING REQUISITION FILE (65 FM 19R0782)

File is maintained documenting state agency printing requests. Includes Printing Requisition Form, Paper Supply Order Forms, Cost Schedules, and Paper Supply Order.

Disposition: MONTHLY BILLING RECORD: Dispose of after 3 years.
WORK IN PROGRESS FILE: Dispose of after completion of the job.

43-4-5-2 PRICE ESTIMATE WORKSHEET (FORM 65 FM11 1180)

Three part form is used when an agency requests an estimate on a specific job or work to be done at the print shop.

Disposition: ORIGINAL COPY: Dispose of after 6 months.
THIRD COPY: Dispose of concurrent with PRINTING REQUISITIONS in Work In Progress File.

43-4-5-3 COST SCHEDULE (FORM 65FM21R0881 rev. 7/83)

Form is attached to the printing requisition when the job is logged into the print shop. Form is used to compute billing to the agency.

Disposition: Dispose of concurrent with PRINTING REQUISITION FILE, MONTHLY BILLING RECORD.

43-4-5-4 GRAPHICS ORDER ACKNOWLEDGEMENT (FORM 65FM260282)

Two-part form that acknowledges receipt of the job in the graphic area of the print shop and gives a date of when graphics work will be completed.

Disposition: Dispose of upon completion of job or dispose of concurrent with PRINTING REQUISITION FILE, WORK IN PROGRESS FILE.

43-4-5-5 DAS STATE PRINTING ORDER ACKNOWLEDGEMENT (FORM 65FM220581)

Form acknowledges receipt of the job in the print shop and gives a date when work will be completed.

Disposition: Dispose of upon completion of job or dispose of concurrent with PRINTING REQUISITION FILE, WORK IN PROGRESS FILE.

43-4-5-6 GRAPHICS DESIGN ROUTING SLIP (FORM 65FM01R0582)

Two-part form used to assign work done, time needed to do work and finish date for the work in the graphics area. Both copies are eventually filed together.

Disposition: Dispose of after 1 year.

43-4-5-7 ROUTING SLIP

Four-part form indicating the scheduling dates for the work to be done on a job in the various areas of the print shop. When each area completes their assigned work they add a completion date to the form.

Disposition: WHITE COPY: Dispose of after completion of the job concurrent with PRINTING REQUISITION FILE, WORK IN PROGRESS FILE.
OTHER COPIES: Dispose of after completion dates are recorded in the MASTER LOGBOOK.

43-4-5-8 PROOF FORM (GRAPHICS DESIGN GROUP) (FORM 65FM020480)

Form that accompanies the job proof. The form contains information pertaining to the specific job and work that has been done. Once the agency approves the proof, the form is signed and returned to the graphics area. Proof slips remain attached to the proof and are filed in the proof file.

Disposition: Dispose of after 3 years or after superseded, whichever is later.

43-4-5-9 PAPER SUPPLY ORDER

Is a one-part form that is used when a specific paper must be ordered for a job or for ordering of paper that is to be kept in stock.

Disposition: Dispose of concurrent with PRINTING REQUISITION MONTHLY BILLING RECORDS.

43-4-5-10 SUPPLY ORDER

Form is used when ordering print shop supplies.

Disposition: Dispose of after the order has been checked for accuracy.

43-4-5-11 SHIPPING AND RECEIVING FORM (FORM A2572-03)

Is a three-part form used by the print shop. It lists who shipped the item, who received it, dates shipped and delivered.

Disposition: Dispose of Print Shop copies concurrent with PRINTING REQUISITION FILE, MONTHLY BILLING RECORD.

43-4-5-12 STATE PRINTING MASTER CONTROL LOG

Form contains information about each job. Log lists job number, agency requisition number, agency number, job name or description, date requested, printing schedule dates and dates completed, quantity and amount of job. The log lists each job as it enters the shop.

Disposition: Dispose of after 3 years.

43-4-5-13 AGENCY CONTROL LOG

Form contains all information on a job by specific agency. It lists job number, agency requisition number, job description, who received the finished job and date received. Is used to cross reference information.

Disposition: Dispose of after 3 years.

43-4-6 SURPLUS PROPERTY

43-4-6-1 AGENCY LOGBOOK

Log is used to assign SURPLUS PROPERTY NOTIFICATION numbers to agencies. Includes numbers assigned and person contacted.

Disposition: Dispose of after last entry is audited.

43-4-6-2 AUCTION FILE

All materials pertaining to items sold at each auction are maintained chronologically. Includes REPORT OF SALE OF SURPLUS PROPERTY, cash transmittal, and treasurer's receipts.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-4-6-3 INVENTORY, ANNUAL

Property inventory submitted by all state agencies. Includes the agencies' INVENTORY MASTER FILE. Lists all agency equipment and where located. Frequency will vary with the activity within each agency and the size of the agency.

Disposition: ORIGINAL AND MICROFICHE WORK COPY: Dispose of after 2 years or after audit of all agencies involved, whichever is later.

SECURITY FILM: Transfer to the security storage; dispose of after 5 years.

TAPE: Transfer to the State Records Center after 3 years, dispose of after 5 years.

43-4-6-4 MANUAL ACCOUNTING RECORD

Record is a manual backup to the INTRASTATE DOCUMENT and/or GENERAL DOCUMENT. It includes expending and billing agencies, reference number, amount for each fund number, voucher or treasurer's number, and the date it appears on the computer report as paid.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-4-6-5 REPORT OF SALE OF SURPLUS PROPERTY

Form lists what was sold and to whom. GENERAL DOCUMENT and/or INTRASTATE DOCUMENT may be attached.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-4-6-6 SALES REPORTS, MONTHLY

File maintained on each item sold. Includes bids, CORRESPONDENCE, and copies of SURPLUS PROPERTY NOTIFICATION, REPORT OF SALE OF SURPLUS PROPERTY, and a receipt for each item.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-4-6-7 SURPLUS PROPERTY NOTIFICATION (SP1)

Numerical file of all forms submitted on property which is to be surplus.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-4-7 FORMS MANAGEMENT

43-4-7-1 STATE FORMS MANAGEMENT REPORT (65-001-81)

Form is completed for each form generated by a state agency. Data includes purpose of form being described, frequency of use, quantity generated and method of printing, etc. Information will be used to compile statistics and cost figures.

Disposition: Dispose of when no longer of reference value; subject to review by Records Management Division.

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

SCHEDULE NUMBER

43-4

AGENCY, BOARD OR COMMISSION

ADMINISTRATIVE SERVICES

DIVISION, BUREAU OR OTHER UNIT

MATERIEL DIVISION

Supersedes Edition of June 17, 1981.

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

[Signature]
Director

DATE

February 14, 1985

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

STATE ARCHIVIST

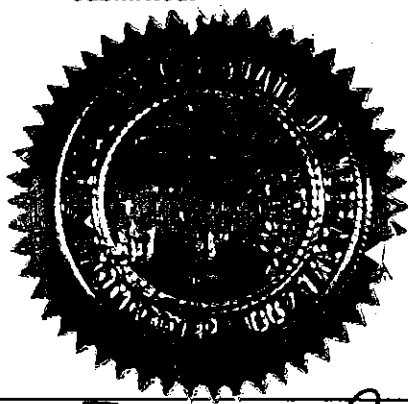
DATE

[Signature]

Feb. 21, 1985

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.



SIGNATURE

ADMINISTRATOR

DATE

[Signature]

February 25, 1985